



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
HUMAN RESOURCES DIVISION
QUALIFICATIONS ASSESSMENT FOR:

SECURITY GUARD

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for SECURITY GUARD, with the California Department of Veterans Affairs (CalVet). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto a separate eligible list for the classification listed above. The list will be used by California Department of Veterans Affairs (CalVet) to fill existing vacancies at **Sacramento-Headquarters, Veterans Homes of California in Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura and West Los Angeles**. A "Conditions of Employment" form is included in this examination which will allow you to select the location(s) and time base(s) you are interested in working. It is required that you personally complete this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions, read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions may result in disqualification or a lower score from this examination.

THIS AFFIRMATION MUST BE COMPLETED.

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

SOCIAL SECURITY NUMBER: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

YOUR COMPLETED **STANDARD STATE APPLICATION (STD. FORM 678)** AND COMPLETED **QUALIFICATIONS ASSESSMENT** MUST INCLUDE YOUR ORIGINAL SIGNATURE. THEY MUST BE RECEIVED OR POSTMARKED BY **OCTOBER 31, 2012**. THEY MAY BE MAILED OR FILED IN PERSON TO THE FOLLOWING LOCATION:

California Department of Veterans Affairs
1227 O Street, Room 404
Sacramento, CA 95814
Attn: Security Guard Exam

NOTE: All potential candidates competing in the Security Guard exam will be required to complete and pass the criminal background check (live scan).

- Candidates whose Qualifications Assessment is postmarked, personally delivered or received via interoffice mail after the due date will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.
- The STD. Form 678 may be downloaded from the California Department of Human Resources website at <http://jobs.ca.gov/Profile/StateApplication>.

GENERAL INSTRUCTIONS

Read and follow instructions carefully.

This process is the entire examination for the **SECURITY GUARD** classification. Therefore, **please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score from this examination.**

1. Additional instructions are provided on the following pages.
2. If successful, your name will be placed on separate eligible list for the classification listed above.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Security Guard. You must ensure you have addressed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (page 3)
- Minimum Qualifications (page 4)
- Job Requirements (page 4)
- Work Experience – Security Guard (pages 5-6)
- Knowledge Assessment – Security Guard (page 7)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list(s)
- Loss of State employment
- Loss of rights to compete in any future State examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

LOCATION(S) YOU ARE WILLING TO WORK

Please choose the location(s) you are willing to work. You may choose more than one location; however, if you are not planning to relocate or are not willing to travel to a distant job location, please do not select locations that are far from your residence.

☐ (3601) Barstow

☐ (4504) Redding

☐ (3702) Chula Vista

☐ (3401) Sacramento (Headquarters)

☐ (1005) Fresno

☐ (5609) Ventura

☐ (1938) Lancaster

☐ (1975) West Los Angeles

TYPE(S) OF APPOINTMENT YOU ARE WILLING TO ACCEPT

Please choose the type(s) of appointment you are willing to accept. You may choose more than one item. Check "(A) Any" if you are willing to accept any type of employment.

☐ (D) Permanent Full-Time

☐ (K) Limited-Term Full-Time

☐ (A) Any

☐ (V) Permanent Part-Time

☐ (W) Limited-Term Part-Time

☐ (T) Permanent Intermittent

☐ (X) Limited-Term Intermittent

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

MINIMUM QUALIFICATIONS

Ability to speak, read and write English at a level required for successful job performance.

Special Personal Characteristics: Willingness to work at night; normal hearing.

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. **If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.**

1. Are you willing to abide by and adhere to the policies and procedures at the Veterans Home of California and the California Department of Veterans Affairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you willing to undergo annual health review and TB Testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you willing to be alert, courteous, and professional in dealings with staff, residents, fellow employees and the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you willing to be flexible with assignment scheduling, and able to work variety of shifts (i.e., day, night, weekends, holidays, and when emergencies arise)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you willing to work outdoors in extreme weather conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you willing to keep current with the completion of all required training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you willing to complete job related training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you willing to operate computerized surveillance and access programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION I
WORK EXPERIENCE – SECURITY GUARD

INSTRUCTIONS: To respond appropriately to Items 1 - 19, check the corresponding box in each column that accurately reflects your work experience. (**NOTE:** You must check only one box for each item under “Years of Experience” **AND** one box for each item under “Frequency”).

	LEVEL OF EXPERIENCE					FREQUENCY				
	Not performed	Performed task for less than 6 months	Performed task for 6 months to less than 1 year	Performed task for 1 year to less than 2 years	Performed task for 2 years or more		Performed DAILY	Performed WEEKLY	Performed MONTHLY	Not Performed
LEVEL OF EXPERIENCE: Check the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u>										
FREQUENCY: Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u>										
NOTE: There should be a total of <u>TWO</u> check marks for each item. <u>ONE</u> check mark for “Years of Experience” and <u>ONE</u> check mark for “Frequency.”										
ITEMS:										
1. Patrol buildings and grounds monitoring for suspicious activity or unauthorized people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Inspect premises and grounds, examining doors, windows and gates to assure locked and secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist in the search for missing residents/employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Respond to reports of trespassing or suspicious vehicle/person in restricted areas or after dark.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Investigate disturbances and incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Keep records of all incidents that occur during shift in a daily security log and prepare reports (incident and activity).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Prevent the admittance to the premises of unauthorized persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Protect property and prevent theft by physical presence while making security checks throughout the facility/building(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Communicate in an effective and professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Inspect electrical, plumbing, heating, and other equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Respond to alarms and/or contact law enforcement/allied conditions to the proper personnel, including law enforcement agencies (e.g., fire department, Emergency Medical Services, gas company, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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INSTRUCTIONS: To respond appropriately to Items 1 - 19, check the corresponding box in each column that accurately reflects your work experience. (**NOTE:** You must check only one box for each item under “Years of Experience” **AND** one box for each item under “Frequency”).

	LEVEL OF EXPERIENCE					FREQUENCY				
	Not performed	Performed task for less than 6 months	Performed task for 6 months to less than 1 year	Performed task for 1 year to less than 2 years	Performed task for 2 years or more		Performed DAILY	Performed WEEKLY	Performed MONTHLY	Not Performed
LEVEL OF EXPERIENCE: Check the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u> FREQUENCY: Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u> NOTE: There should be a total of TWO check marks for each item. ONE check mark for “Years of Experience” and ONE check mark for “Frequency.” ITEMS:										
12. Monitor and authorize entrance and departure of residents, personnel and visitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Report unusual conditions to the proper personnel including law enforcement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Provide information or direction to the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Escort or drive motor vehicle to transport resident/employee who is having trouble walking back from event or location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Provide controlled access to an incident area within the facility/building(s) and coordinate with outside responders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Contact law enforcement or fire department in the event of an emergency (e.g., fire, unauthorized person, vandalism, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Understand and comply with federal, state, county and local safety laws, rules, regulations and policies required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Operate automotive equipment (e.g., small truck, golf carts) to and from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II
KNOWLEDGE ASSESSMENT – SECURITY GUARD

<p>For items 1 - 7, rate your level of knowledge by checking the appropriate box that best describes your level of knowledge for each item.</p> <p>Definition of Levels:</p> <p>Extensive Knowledge: I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.</p> <p>Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.</p> <p>Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge effectively.</p> <p>No Knowledge: I possess no knowledge and I have not applied it to an actual job.</p> <p>ITEMS:</p>	LEVEL OF KNOWLEDGE			
	Extensive Knowledge	Moderate Knowledge	Basic Knowledge	No Knowledge
1. Duties and responsibilities of a security guard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Laws, regulations, and policies related to providing security at a State facility/building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proper spelling, grammar and sentence structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communication skills (oral & written).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communication equipment (e.g., telephone, two-way radio).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Operating motorized vehicles (e.g., golf cart, car).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. California Occupational Safety and Health Administration (Cal OSHA), Department of Motor Vehicles (DMV), and California Highway Patrol (CHP) rules, laws and safety regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR
SECURITY GUARD.**

Please refer to page one for mailing instructions.